

# Spreadsheets

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# Why do we use spreadsheets?

- They can handle all of the financial calculations for a large business.
- They can be used to calculate probability or other statistical information.
- We use spreadsheets to make graphs and charts.
- They can also be used as a simple flat-file database.

# Uses of Spreadsheets

- Spreadsheets can be used for both very simple and very complex tasks. Such as grocery shopping and football tournaments which can be easily composed in a spreadsheet.
- The management of more complex data, such as earnings, expenses, budgets and other accounting, is also made easier with a spreadsheet.
- Spreadsheets can calculate complicated maths including everything from basic addition and subtraction to percentages and taxes this makes it easier for businesses, self-employed individuals and anyone who needs to keep an account of expenses and income.
- Spreadsheets let you present information clearly and makes it easier to understand.
- Spreadsheets let you perform calculations effectively to help evaluate some data/information.

# Alternatives of spreadsheets

- Google docs spreadsheets - this application is cloud base which will require a good consistent connection to the internet. It is also has new gadgets, formatting tools and the formulas to help you with editing and making spreadsheets.
- Openoffice.org – is an open source office application and is available for a range of different operating systems, you can download openoffice.org on your pc or laptop including Linux, Mac and Windows. This makes is easier for a business because openoffice.org uses a range of operating systems.
- Zoho sheet - In Zoho, all the applications are separate, so there is no dashboard style interface that gives you access to everything. In this way, Zoho operates similarly to Excel and unlike Google Docs. The Zoho sheet will also require a good consistent internet connection, it will not work without internet.
- Excel web app – this is similar to Google Docs but Microsoft's online version which means it would require a good internet connection. You can upload worksheets from your local machine and download them into an offline version of Excel if desired and you can share worksheets with other online.

# Popular Formulas

- SUM-adds values in selected cells=SUM(a1:A5)
- MIN-finds smallest value=MAX(A1:A5)
- MAX-finds largest value=MAX(A1:A5)

# What is a macro?

- In macro button the instructions are running inside an application. Its like a language of the computer.
- A macro is a single instruction that expands automatically into a set of instructions to perform a particular task.

# Charts and graphs

- Spreadsheets can become very complex. By using graphs and charts it makes easier to interpret data.
- By transferring information into graphs and charts it allows individuals to visualize the info, which helps them understand it better.